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TO: ND School Superintendents
ND School Principals

FROM: Dr. Sherry Houdek, Director of Teacher and School Effectiveness

RE: Principal Evaluation

DATE: November 4, 2014

Greetings! The day has arrived for us to unveil the new North Dakota Principal Evaluation system. A brief historical summary is presented in the FAQ found on [Principal and Teacher Evaluation Support System \(PTESS\)](#). Recently, the Department of Public Instruction (DPI) had issued a Request for Proposal (RFP) for a State Approved North Dakota Principal Evaluation instrument; however, it was cancelled due to the upcoming release of the newly adopted 2014 North Dakota Principal Evaluation Guidelines based on the 2014 Interstate School Leaders Licensure Consortium (ISLCC) standards and the ND Principal Evaluation template. The companies who submitted proposals, in response to the RFP, were found to be in alignment with the newly adopted ND Principal Evaluation Guidelines. The newly adopted guidelines allow for schools to submit their principal evaluation model for DPI approval based on the ND Principal Guidelines and the ND Principal Evaluation template. Both documents are found on [Principal and Teacher Evaluation Support System \(PTESS\)](#). DPI has reviewed the principal evaluation models below and their models align with the state's:

- **American Institute for Research Principal Evaluation (AIR)**
- **McRel Principal Evaluation**
- **Marzano School Leader Evaluation Model**
- **Stronge Teacher and Leaders' Effectiveness Performance Evaluation System**
- **Vanderbilt Assessment of Leadership in Education**

CAN DISTRICTS DEVELOP THEIR OWN MODEL?

Locally developed models are allowed. Districts may develop their own models that **align** to the **ND Principal and Teacher Evaluation Guidelines**. These district-generated models will be reviewed by DPI Teacher and School Effectiveness Unit, using the same evaluation tools aligned with the commercially available models. DPI will provide a document and process for districts to use when submitting their local models for approval to ensure that all necessary alignment information is included. The ND Principal Evaluation template has been developed, aligning to the ND Principal Evaluation Guidelines, which a district may select to use.

TIMELINES:

Districts must select a **Principal evaluation** model and notify DPI by **November 26, 2014**. District implementation of their models for local **Principal Evaluations** begins on or before **February 1, 2015**. Additionally, districts must select their **Teacher Evaluation** model by **June 1, 2015**, and begin implementation of their models for local teacher evaluations on or before **September 1, 2015**. While selection must be made and implementation begun by these dates, the DPI understands that full implementation of a new Principal Evaluation system will/may require an extended period of time in some cases. Districts do not need to have the same evaluation model for the principal and/or teacher model(s). DPI will send a notice to school administrators on **how to submit** their selected Principal Evaluation model by **November 10, 2014**.

There are many districts that have already reviewed and are piloting evaluation models at this time; however, districts will have the ability to continue to review and vet evaluation models until the required decision dates are reached. Districts must submit their evaluation model(s) for approval to DPI. This process allows districts time to make the best determinations for their staff.

RESOURCES:

DPI Teacher & School Effectiveness Unit will assist in planning for professional development, with our state educational partners (e.g., ND LEAD Center), to help ensure all districts will have access to professional development opportunities. **Principal Evaluation Training (PET) will be available per REA beginning in January 2015.** A tentative agenda for that meeting is also posted on [Principal and Teacher Evaluation Support System \(PTESS\)](#). **Grant funding for Principal Evaluation** professional development will be available for REA's from the Teacher & School Effectiveness Unit. REA's will be sent notices of dates available for the professional development assistance by DPI and how to apply for the grant funding.

QUESTIONS:

- How do you evaluate a person who is both the superintendent and the principal? See the FAQ on our website at [Principal and Teacher Evaluation Support System \(PTESS\)](#).
- How do you evaluate a principal in a K-8 school district where there is no superintendent? See the FAQ on our website at [Principal and Teacher Evaluation Support System \(PTESS\)](#).
- What model should be used to evaluate a guidance counselor, media specialist, or other certified staff who are not in a classroom setting? See the FAQ on our website at [Principal and Teacher Evaluation Support System \(PTESS\)](#).

Through the adoption of a Principal Evaluation model in schools, North Dakota is embarking on an educational journey which strategically will empower principals to have continuous feedback and professional development support. This support will ultimately lead to effective instructional leadership and student achievement. If we can be of any support, please contact us.

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